

CITY OF BURBANK

ENGINEERING ASSISTANT/TRAFFIC

DEFINITION

Under direct supervision, to perform beginning level professional traffic engineering office and field work; and perform related work as required.

ESSENTIAL FUNCTIONS

Gathers and organizes data and prepares designs, plans, estimates, reports, and specifications for the construction, alteration, and maintenance of a variety of traffic engineering projects; conducts preliminary reviews of designs and computations; analyzes proposed improvement bids; investigates project engineering feasibility and cost; performs field engineering; gathers and compiles field data for planning and construction of traffic infrastructure and maintains accurate and complete records; prepares estimates for quantities and cost of materials; prepares job schedules; establishes field line and grade for pole line and underground construction crews; issues various traffic-related permits; assists the public with questions and complaints on traffic related issues; drives on City business.

MINIMUM QUALIFICATIONS

Employment Standards:

- Knowledge of - principles of civil and/or traffic and transportation engineering; principles and practices of project budgeting; proper English usage, spelling, grammar, and punctuation in order to effectively perform the essential functions of this classification (this is not a language restriction as defined in California Government Code Section 12951).
- Skill in – interpreting specifications, plans, and drawings; utilizing computers, computer aided drafting and design software, and a variety of other computer software.
- Ability to - apply engineering principles to the solution of specific problems involving traffic analysis, mathematics, engineering construction methods; maintain records and prepare written reports; utilize computers in the performance of complex calculations; communicate effectively both orally and in writing; establish and maintain effective working relationships with supervisors, fellow employees, and the public.

Education/Training: A B.S. degree from an accredited college or university with major course work in civil, traffic, or transportation engineering or a closely related field.

License & Certificates: A valid California Class “C” driver’s license or equivalent at time of appointment. All required licenses and certificates must be maintained throughout employment in this classification.

Special Conditions and Requirements: Possess and maintain physical condition required to perform essential functions of the classification which include the physical ability to: walk on uneven work surfaces; remain in a stationary position for extended periods of time; review documents both on paper and on a computer monitor, and make field observations.

SUPPLEMENTAL INFORMATION

Desirable Qualifications: Certification as an Engineer-in-Training by the State of California and proficiency in the use of computer aided drafting and design software.